

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **JUNIOR TAX COORDINATOR**

Jurisdictional Class:

Date Adopted: **Unknown**

Date Revised:

Jurisdictions:

Union Status:

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs a variety of duties which includes moderately difficult and responsible account keeping activities related to taxes; needs to provide tax information to the public, maintain current tax status on all installment agreement accounts; and maintains tax rolls. This employee assists with the tax foreclosure process and the annual public auction. This work is performed under general supervision and direction of the Deputy County Treasurer and the Director of Taxes. Supervision is exercised over the work of the Senior Tax Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Answers a variety of questions from the public and businesses concerning tax accounts;
Calculates payment schedules, amounts due on tax accounts;
Maintains current status on all installment agreement accounts;
Prepares, logs and files new agreement contracts and late payment letters;
Prepares correspondence regarding tax issues for taxpayers, banks, attorney and title searchers;
Processes, sorts and indexes foreclosure accounts;
Provides assistance for prospective bidders, accepts and verify bidder forms and fees;
Assists with tax foreclosure process and public auction;
Maintains current status on all tax rolls;
Oversees the receiving and account of money and balances the cash drawer in preparation for deposits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Thorough knowledge of general accounting procedures and principles; good knowledge of office terminology, equipment and procedures; ability to analyze and organize complex data and prepare records and reports; ability to verify information from statements; ability to develop effective working relationships and deal diplomatically with the public, subordinates and other work contacts; ability to understand and communicate with complex oral and written directions; Integrity and good judgment in solving complex account-keeping problems.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited New York State college with an Associates Degree; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma; plus one (1) years experience as a Senior Tax Clerk.
- (C) An equivalent combination of experience and training as defined by the limits of (A) or (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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